

Standard Operating Procedure (SOPs)



Lingaya's Vidyapeeth Library System

NAAC ACCREDITED

Approved by MHRD/AICTE/PCI/BCI/COA/NCTE

Vill- Nachauli, Jasana Road, Faridabad-121002,

Ph: 0129-2598200-05 Website:

www.lingayasvidyapeeth.edu.in

Lingaya's Vidyapeeth Library is situated in the Central Block, built on two floors. On the ground floor, there is Book Shelving, Reading Room, Faculty/ Research Section and Circulation Desk. While the second floor contained a digital library for the use of e-Resources provides access to the subscribed as well as open access resources.

The Library is fully automated on Koha-LMS, an International Standard Software with a Web OPAC facility searchable through online catalogue.

The Library has been divided into different sections for its smooth functioning:

- **Acquisition Section:** The acquisition section acquires books and other reading material selected by the faculty as well as recommended by the Chairpersons of various Departments.
- **Circulation Section:** The circulation section provides open access for issuable books to its students, faculty and staff. Users can get themselves enrolled as member of the Library and they can directly go to stacks for selection of the desired books and after selection can borrow them. The timings of issue and return of books are 9:00 am to 4:00 pm
- **Periodical Section:** The Library subscribes print journals, magazines and newspapers.
The Periodicals Section located in Reading Hall makes available these current sources of information.
- **Reading Hall:** There is a large size reading halls with a seating capacity of about 250 students at a time.
- **Reprographic Section:** Reprographic facility, for limited number of pages, is available inside the library with the prior permission from the Librarian as per the copyright law.
- **Book Bank Section:** The Library has Book Bank facility for students. The Books from the Book Bank are issued for the whole semester and every semester. Student members can borrow books for whole semester from the Book Bank.
- **Technical Processing Section:** The Technical Processing Division is a subsequent section of the Collection Development Division, and it is charged with responsibilities of classification, cataloguing, physical processing like tagging, re-tagging and other activities like a bar code, spine label generation, and associated activities etc.
- **E-resources Cell:** The Library provides campus wide access to online resources through a well-equipped Computer Lab having 26 nodes. This Centre provides access to the subscribed as well as open access resources.

1. LIBRARY REFERENCE SECTION

The Lingaya's Vidyapeeth central library has good collection of subject wise reference books and competitive books properly tagged & stacked in central hall of the library.



2. LIBRARY READING SECTION

This section is located on the ground floor with a seating capacity of more than 260 peoples, calm and cozy environment for the study of books and periodicals in library. The reading room has comfortable furniture with laptop socket facility and soothing lights.



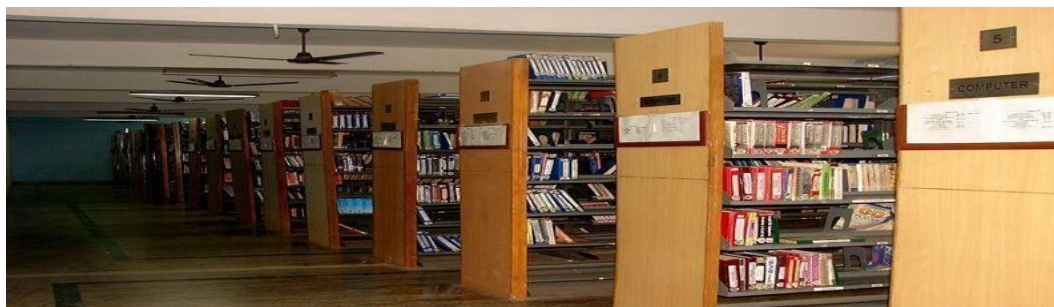
READING ROOM, CENTRAL LIBRARY

3. OPEN ACCESS SYSTEM

The Central library follows open access system with the following space characteristics.

- i. Documents are shelved in open racks in a classified order. They have no doors/locks.
- ii. Users are admitted into the stack area without any restrictions.
- iii. Users are provided freedom for browsing or accessing documents in any part of the library including the digital library.
- iv. Users are at liberty to choose and pick any document for study. They can also

get it issued from the circulation counter in case they need it for longer duration.



OPEN ACCESS STACK AREA

4. JOURNALS & PERIODICAL SECTION

Scientific periodicals or journals are serials publications that are published by professional societies, institutions and commercial publishers. These publish nascent primary research results and are very important for teaching as well as R&D work. The library system subscribes only to UGC CARE listed Print journals relevant to the various departments.



PERIODICAL SECTION

5. DIGITAL LIBRARY

The library also has a very rich collection of multimedia resources i.e., CDs and DVDs on many subjects which are made available from Digital Resources Center. Digital Resources Center has 15 PCs for library members to access e-resources and internet browsing project purpose and article publication.



DIGITAL LIBRARY

6. LIBRARY ADVISORY COMMITTEE (LAC)

The Library Advisory Committee suggests, recommends, and reviews the developmental activities of the library. The committee consisted of the Vice Chancellor (Chairperson), Pro-Chancellor (Advisor), Librarian (Secretary), Prof. in Charge Library, and HODs of the department. The member secretary convenes at least two meetings in a year with the permission of the Vice Chancellor. The secretary prepares the agenda and minutes of the meetings of planning and development of the library, which cover the procurement of books and journals etc. for the library.

7. LIBRARY ACCESS TIMINGS

The Library access time is from 9.00 AM to 08.00 PM. The working time of library sections are as follows:

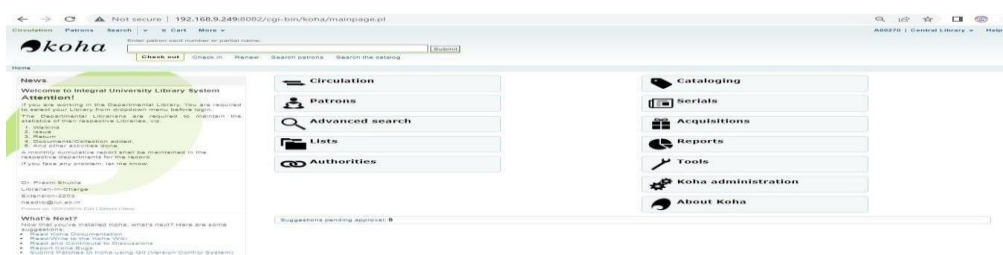
Reading Halls, Reference & Digital Section: 09.15 am to 08.0 pm (Monday - Saturday)
Circulation time (issue/ return of books): 09.15am to 04.0 pm (Working days)

8. GENERAL LIBRARY RULES AND REGULATIONS

- Members of the Central Library should always carry their multi-purpose Identity Card issued by the Vidyapeeth to visit the Central Library and produce the same whenever asked by the library staff.
- Personal belongings like bags, umbrellas etc. are to be kept at the property counter available at entrance gate of the library. The users are advised not to keep their valuable items at the property counter. Loss and damage of the valuable items will not be responsible of the library.
- Members are expected to maintain silence. They should not indulge in any act which may disturb of other users or the proper functioning of the library.
- Use of cell phone, photography, sleeping & chatting is strictly prohibited within the library premises.
- Readers should not mark, deface, mutilate, underline, dog-ear mark, write, tear pages, spoil or damage the library documents/materials. If anyone is found doing so, he/she will be charged with the full replacement cost of the damaged material and may lead to suspension of library membership.
- Magazines and reference books must be read only in the library on specific tables and should not be taken to other reading areas.
- No library material can be taken out of the library without prior permission and issuance.
- Members are advised to leave the books on the table after reading.
- Dissertations, theses cannot be issued and photocopied.
- Laptops and other computing devices (without carrying cases) are allowed inside the centrallibrary.
- The computers, internet, Wi-Fi and photocopy facility are only for the academic use.
- All the members of the Central Library have to abide by the rules and regulations issued bythe Vidyapeeth librarian from time to time.

9. LIBRARY AUTOMATION

With the development of Information and Communication Technology, the library system has felt the importance of computerization in all library housekeeping operations such as acquisition, OPAC, circulation, serials control, multimedia and web based inquiry. The library system at Lingaya's Vidyapeeth is fully automated and uses the internationally reputed integrated library management software named "Koha". Since the entire process is now automated, the tasks are streamlined, which reduces repetitive work and greatly improves performance. All of the library's books are bar-coded for automatic check-in and check-out. This also helps to achieve optimum productivity in delivering accuracy, volume, and reliability. It is very helpful in providing book circulation statistics. It also helps in answering various questions related to issue history and book return, most published books, high demand books.



KOHA HOME PAGE

10. PROCUREMENT OF LEARNING RESOURCES

Procurement of learning resources constitutes the primary responsibility of a library. The Lingaya's Vidyapeeth library makes a systematic effort in building up its collection. It is involved in identifying, evaluating, selecting, processing and making reading materials available to the users. Any a book, journal, online database, or learning resource that gets added, goes through a rigorous selection process. This collection building requires huge sums of money and has long- lasting repercussions. Therefore, it is very much essential that libraries have a well thought out collection development policy. The Central Library system has a centralized purchasing policy. The central library purchases/subscribes resources on behalf of all the departmental libraries after requisitions/recommendations from respective departments.

10.1 Procurement of Books: Process & Approvals.

- i. Teaching/Non-Teaching/Students/Staff can recommend the books to be procured for their courses on a prescribed requisition form duly forwarded and signed by the concerned Head of the Department.
- ii. Available titles are checked in the catalogue and the final list is prepared. The list is then sent for quotations from the approved vendors.
- iii. Quotes are compared and accordingly approval list is prepared. After the final approval by the Hon'ble Chancellor the purchase order is prepared.
- iv. The purchase orders are sent through e-mail and hard copy to the respective vendor. The purchase orders subsequently issued by the librarian.

10.2 Terms and Condition for Supply of Book.

- v. The supplier should acknowledge the receipt of the order by returning the signed duplicate copy within 15 days of the date of the purchase order and confirm whether he is willing to accept the order.
- vi. The supplier should deliver t h e latest editions of 'new books' only, and and/or second hand books are not acceptable.
- vii. Books covered in the purchase order must be supplied on or before the date of
- viii. the delivery period. The delivery period from the date of the purchase order is one month for Indian publications. For foreign publications, it is two months from the date of the purchase order.
- ix. In case some of the books cannot be supplied within the delivery period, extension of delivery date must be obtained from the librarian in writing. The delivery date maybe extended by the librarian at his/her discretion if the supplier requests for an extension before the order expiry date, citing valid reasons.
- x. The purchase order is deemed to be cancelled if the delivery is not made within one month after the expiry of the stipulated delivery date, and also if the books supplied do not conform to specifications or if they are not in good condition and are not replaced within one month's time.
- xi. The books should be consigned to the librarian, Lingaya's Vidyapeeth, Nachauli, Old Faridabad Jasana Road, Faridabad Haryana-121002 through speed post, courier, registered post, or in person.
- xii. The supplier should quote the purchase order number, department/subject and date in the bill/invoice.
- xiii. Proof in support of the prices charged, i.e., a photocopy of publisher's invoice/catalogue should be attached along with the bills.
- xiv. Conversion rates of foreign currencies will be charged as per bank rates, as announced on RBI web site, prevailing on the date of the bill. A certificate should be enclosed with the bills to this effect.

10.3 Checking Physical Layout of Books and Proofs.

- i. The bills are checked with the purchase order to ascertain that only ordered books are delivered. In case of defects and damages the books may be returned to the supplier.
- ii. The books are supplied along with pre-receipted bills in quadruplicate and price proof. Book supplier has also to certify on the bills that the prices charged are correct and supplied books are the latest copies.
- iii. The proof of price is to be verified by the librarian with the help of one of the following sources:
 - a. Publisher's latest catalogue,
 - b. Publisher's invoice (in original) to the dealer,
 - c. Book jackets,
 - d. Price given on the verso of the title page, or any other documentary proof that the price charged by the supplier should be correct.

11. ACCESSIONING OF DOCUMENTS

The details of books received as per the purchase order are entered in the library books Accession Register. Every document added to the library collection will have a unique serial number called Accession Number. All the bibliographic details of purchased documents like accession number, author, title, sub-title, edition, volume number and part number (for multi- volume documents); name of the publisher, place and year of publication; pagination, bill/invoice number, price in foreign and Indian currency etc. are all recorded in the Books Accession Register. After accessioning the books are sent to the technical processing section for classification, cataloguing and entering bibliographic details into the LMS system.

11 TECHNICAL PROCESSING

Technical Processing i.e., classification and cataloguing makes a bridge between acquisition of documents and their circulation. It also plays a vital role in the smooth functioning of library services.

11.1 Classification of Books

Classification is a process for assigning a Call Number to a document, which fixes its position in the rack among the titles on the same subject. Call Number consists of three parts, Class Number, Book number and Collection Number. The Class Number denotes the subject of the document (main subject is a document deals with more subjects). The Book Number usually contains three alphabets such as first three letters of first author (or title when there is no author) or initials of author. There are many variations. The Collection Code is used for special collections like on reserved books, oriental books, on manuscripts, rare books, references, textbook collections, etc. In the Central Library, the twenty-third edition (Ed. 23) of the Dewey Decimal Classification is being used for classification of books.

After the document is received from the acquisition section, the classifier should check from the OPAC if the title is newly added or already available in the library. In case the document is an additional copy or a new edition of an existing document, the Call Number of the available document should be given to the new document. Otherwise, a new Call Number has to be constructed and assigned to the document. Classification helps the users in finding a document whose call number is known and to find out all documents on a given subject together. Another important purpose is that the document gets a unique place on the shelf (rack) facilitating easy location and retrieval.

11.2 Cataloguing of Books

The Central Library follows AACR-II for cataloguing of books and book- like materials. AACR-II provides complete guidelines for the cataloguing of the library materials. Before cataloguing, a cataloguer should examine the subjects that are auxiliary to the main subject. This makes it possible for the cataloguer to provide adequate keywords enabling

users in locating the documents of their interest. The work involved in cataloguing also covers preparation of subject headings following Library of Congress Subject Headings (LCSH) to facilitate optimal utilization of resources as users always search by interested subjects.

The Online Public Access Catalogue of the library is updated in the LMS system. The newly added books are sent to new arrivals display racks. Information regarding new arrivals is communicated through e-mail to all the members of Vidyapeeth. The new books are displayed in the new arrival rack at least for a period of one week after which they are sent to the stack area for Circulation.



KOHA CATALOGUING MODULE

12 CIRCULATION SERVICE

The Circulation Section handles the front desk operations of the library and is very important because it is the first contact point for faculty and users of the library. An efficient functioning Circulation counter leaves a lasting impression on the user and hence it is very important section of the library. Major activities of the section are:

- a. Registration of new members.
- b. Issue and returns of Learning Resources (Primarily Text Books).
- c. Attending the users' query for effective interpretation of library rules and regulations.
- d. Inter library loan service.
- e. Maintenance of "Circulation Module user database" of Library Management Software.
- f. Sending reminders to overdue documents users.
- g. Correspondence and issue of no dues.
- h. Library orientations/information.
- i. Assisting the users for accessing OPAC and References.
- j. Managing circulation and footfall reports and Statistics.

12.1 Rules & Regulations of Circulation of Books

- a. Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- b. Textbooks which have single copies are preserved in reserve section and shall not be issued.
- c. Students can reserve the books at the Circulation Counter in case the particular

- book has already been issued.
- f. Reference books, theses, project reports and periodicals/bound journals are to be consulted within the Library premises only.
 - g. Dissertations/Theses cannot be photocopied or issued.
 - j. Library can recall any issued book even before the due date.
 - k. Rare books and manuscript cannot be photocopied nor issued.

12.2 Loan/Issue Return Privileges

All students, research scholars, staff and faculty members are entitled to borrow, renew, reserve and return the library documents on or before the due date. The library issues documents-books, back volumes, CDs/DVDs and audio cassettes to borrowers for a definite period as under:

Borrowers Type	Books Issue	Loan Period	Overdue Charges
Faculty Members	6	6 Months	No fine
HOD's	8	6 Months	No fine
Management	8	6 Months	No fine
Administrative Staff	3	6 Months	No fine
Research Scholar	4	30 days	Rs. 5 per day
PG Students	4	14 Days	Rs. 5 per day
UG Students	3	14 Days	Rs. 5 per day

12.3 Library Membership

The membership of the Library is open to all the students, research scholars, faculty and staff of Lingaya's Vidyapeeth. After depositing a copy of Vidyapeeth ID and passport size photo at the concerned branch library, the library membership account is activated immediately.

12.4 Issue of Documents

Books are issued to students, faculty and staff against a valid Library Card of the Vidyapeeth. As it is an open access system, the borrower selects the book and brings it to the circulation counter for issuance. The books are issued after getting the users' signature on the Book Card. The due date seal is stamped on the due date slip.



12.5 Return of Documents

The library documents returned on or before the due date are acknowledged through LMS system by scanning or swapping the document and user's ID. If the documents are not returned or renewed on or before the due date, an overdue charge/fine of Rs 5/ book/day is charged from the students. Whenever any specific demand for a particular book arises, the book holder (student/faculty) is advised to return the books before the due date. Normally renewal is done for a book for another period if there is no demand from other students/faculty.

12.6 Library Clearance/No Dues Certificate

In order to get library clearance/No dues certificate all students, teaching, non-teaching and other staff of the Vidyapeeth must pay any outstanding library dues reflecting against their accounts at the circulation desk on their completion of their studies, research. The same is to follow in case of resignation or superannuation.

12.7 Loss & Damage of Documents

Occasionally a borrower loses a document or damages it. If the document is damaged, the action depends upon the extent of damage; if it is a minor damage, it can be repaired locally. If the document is lost or seriously damaged, the user must:

- a. Replace the latest library edition of the lost document or
- b. If the document is out of print, pay three times the latest known price of the document.
- c. In case of loss of a single part of a multi-volume publication, the volume has to be replaced or the cost of the entire set will be recovered from the borrower.
- d. The library will suspend all its services to the defaulters till the recovery is made and the recovery note duly certified is received in the library. After the document is replaced by the borrower, the new copy must be accessioned and the same Accession Number and Call Number should be assigned.

13 PURCHASE OF PERIODICALS

- i. The process of periodical acquisition begins with the arrival of a request for procurement from a Department. Also whenever a new department or subject is added to the existing, one a necessity will arise to subscribe to the primary research periodicals for that subject field or department. In addition to this, the requirements are also received from individual departments and faculty as and when the need arises.
- ii. There are different routes for subscription or renewal of periodicals. These include local suppliers/subscription agents, direct from publishers, exchange with institution's publications, and through membership. The most common modes of subscription or renewal are ordering through local

- suppliers/subscription agents or ordering directly from the publishers.
- iii. After receiving requests from various departments, quotes are sent to the enlisted vendors and a comparison chart is prepared as per the price quotation. A consolidated list for purchase of print periodicals is prepared. This list will be put up for approval by competent authorities. The librarian forwards the details of approved periodicals to the Accounts Department for preparing DDs and subscription/renewal orders are prepared.

13.1 Terms & Conditions for Supply of Periodical Subscription

Following points are to be taken into consideration for supply of periodicals to the Library:

- The subscription agent should charge publishers' current subscription rates and postage (for print) as indicated in the publishers' catalogues.
- The conversion rates charged in invoice for advance payment by the agent shall be valid for a period of 60 days.
- The library will pay full amount of subscription in Indian currency at the rate of conversion fixed by the RBI prevailing on the date of invoicing. Any subsequent change in the rate of subscription/ postage/ conversion shall be claimed by the agent by raising a supplementary invoice.

13.2 Accession of Periodical

The details of approved titles subscribed/renewed are entered into the Periodicals Accession Register. The individual issues of each periodical received in the library are entered in the Periodical Entry Register. Periodically, a reminder for missing or non-received issues is sent to each supplier.

13.3 Replacement /Refund of Missing Issues

Although most periodical publishers/ suppliers are prompt in mailing the issues, sometimes due to various reasons like loss in transit, late publication, supplier's oversight, some issues are not received in the library. The supplier is requested for replacement of the issues. In case missing issues cannot be replaced, the supplier should ask the publishers to extend the subscription period proportionately. Alternatively, the supplier has to refund the proportionate cost of the missing issues.

14. REFERENCE SERVICE

The reference service is the library's supreme and ultimate tool. Reference service is often referred to as 'reader services' or 'search and information services'. The Central Library maintains a separate reference collection consisting of Encyclopedias, Dictionaries, Directories, Handbooks, Technical data, Atlases, Bibliographies, CD-ROMs, audio and video DVDs, and many competitive books.

15. OPAC/ WEB OPAC SERVICE

More than ten (10) PCs are dedicated exclusively to the users for OPAC in the Central Library, OPAC stands for Online Public Access Catalogue and it is a database of the e - Library's holdings, including books, journals, theses, reference books and much more. OPAC provides facilities for various search options like by author, title, subject keyword, accession numbers and articles, along with search combination of Boolean operators. The OPAC of Library resources is constantly updated and is made available on the Intranet/Internet as Web OPAC for searching.



ONLINE PUBLIC ACCESS CATALOGUE (OPAC)

16. DIGITAL LIBRARY

Our Digital Library has well equipped with 25 workstations a gateway to the online resources and facility to access full text scholarly e-journals and e-books in the field of science, engineering, technology, humanities, pharmacy, management & law etc. The digital library facilitate to the students to browse Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/ abstracting services, and software tools for research, eBooks, or any information resource that is available in electronic form.

16.1 Digital Resource Centre and ICT Services

The Library has a wide variety of excellent collection of print as well as online journals. IP based campus wide access to online journals and E-books are available through DELNET, British Council Membership, HBR, AIR Online, J-Gate etc. Our library has signed an MOU with the Sodhganga for Research Scholars.

Web Link to Relevant Resources Available in the Library	
DELNET facilities (Open source facility)	https://delnet.in/
OPAC (Online Public Access Catalogue) (Search online printed materials in library)	http://103.186.49.235/
British Council Library E-Resources	https://library.britishcouncil.org.in/
HBR Journals (Harvard Business Review)	https://hbr.org/

AIR Comprehensive Database- For Law	www.aironline.in
NDL-National Digital Library	https://ndl.iitkgp.ac.in/
Drillbit-Extreme 'Plagiarism Detection Software	https://www.drillbitplagiarism.com/
Shodhganga-Theses	https://shodhganga.inflibnet.ac.in/
Shodhgangotri-Synopsis	https://shodhgangotri.inflibnet.ac.in/
Shodhsindhu-Research data	https://ess.inflibnet.ac.in/
VIDWAN (expert database & National Researcher's Network)	https://vidwan.inflibnet.ac.in/
National Digital Library of India A Single-Source Knowledge Repository	https://ndl.iitkgp.ac.in/
Anti-Plagiarism software "Drillbit" (Only for authorized users to check Plagiarism)	https://www.drillbitplagiarism.com/

17. SCHOOL/DEPARTMENT LIBRARIES:

Every department has a separate library consisting of books and journals as per their courses. The department libraries are managed by the central library. The purchase of books and journals is done by the central library and issued by the department library. The budget allocation for the entire department library is done separately.

18. LIBRARY ORIENTATION

In a dynamic academic environment there is always a change in the population of students, scholars, staff and faculty due to starting of new courses or new batches of students. The Central Library conducts user orientation programs at the beginning of new academic session every year. Further, when new users approach the library for membership to library, they are initiated into the policies, loan privileges, rules and regulations. These efforts result in increased footfalls in the library leading to enhanced usage of resources.



LIBRARY ORIENTAION FOR FACULTY MEMBERS

19. NEWS PAPER CLIPPINGS SERVICE

Lingaya's Vidyapeeth Library system provides information deployment service in the form of daily News clippings service and monthly new arrival service which informs users about the latest editions in the Library specially printed books, print journals and circulation statistics. News Clippings related to Vidyapeeth and various topics like Central/state Higher Education/UGC/Academic matters reported in Hindi/English/Urdu are circulated among the Administrative and academic heads of the Vidyapeeth via email.